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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि प्रत्येक संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed  
as a separate compilation

## PRESIDENT'S SECRETARIAT

### NOTIFICATION

New Delhi, the 1st April 1976

#### THE PRESIDENT'S SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1976.

**G.S.R. 275(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and of all other powers enabling him in this behalf, the President hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to posts in the President's Secretariat, namely:—

**1. Short title and commencement.**—(a) These rules may be called the President's Secretariat (Recruitment and Conditions of Service) Rules, 1976.

(b) They shall come into force on the 1st April, 1976.

**2. Definitions.**—In these rules, unless the context otherwise requires—

(a) "deputation" means the temporary transfer of the services of an officer to the Secretariat from any office outside the Secretariat and *vice versa*, where the terms of transfer are regulated under the orders of the Central Government contained in the Ministry of Finance Memorandum No. F. 10(24)-EIII/60, dated the 4th May, 1961, as amended from time to time;

- (b) "officer" means a person appointed to, or borne on the cadre of the Secretariat;
- (c) "post" means a post in the Secretariat and includes—
  - (i) a Civilian post as specified in Schedule I;
  - (ii) a co-terminous post as specified in Schedule II; and
  - (iii) a tenure post as specified in Schedule III and held by an officer of the Defence Services posted for duty in the Secretariat;
- (d) "President" means the President of India;
- (e) "Schedule" means a Schedule appended to these rules;
- (f) "Secretariat" means the President's Secretariat and includes the Regular establishments pertaining to the Gardens attached to the President's Estate, but does not include—
  - (i) staff borne on the Household Establishment of the Secretariat, and
  - (ii) Workcharged Establishment of the Gardens attached to the President's Estate.

**3. Name, classification and scale of pay of posts.**—(a) The names of the posts, their classification and the scales of pay attached thereto, shall be as specified in Schedules I, II and III:

Provided that the appointing authority may, from time to time, by general or special order amend or alter the classification or the scale of pay of any post, or the scale of pay of an officer, in accordance with the orders issued by the Central Government in this regard from time to time;

(b) The number of permanent and temporary posts specified in Schedules I, II and III, shall be such as are included in the budget of the year with the sanction.

**4. Co-terminous posts.**—The posts specified in Schedule II are tenable by the incumbents during the pleasure of the President and shall be co-terminous with the term of each President.

**5. Posts paid from Defence Estimates.**—The posts specified in Schedule III are tenable during the pleasure of the President by officers of the Defence Services who shall be governed in all matters regulating their conditions of service by such rules as are applicable to officers holding corresponding rank in the Defence Services, subject to such modifications, as the President may, by general or special order, specify.

**6. Appointing authority.**—Appointments to the posts shall be made by the respective authorities specified in Schedules I, II and III.

**7. Method of recruitment, age limit, qualifications etc.**—The method of recruitment to the posts, age limit, qualifications and other matters relating to the said posts shall be as specified in Schedules I, II and III.

**8. Direct recruitment.**—Where in respect of a post specified in the Schedule, the method of recruitment is direct recruitment,

- (a) the selection shall be made by a test from among persons who possess the qualifications and satisfy the conditions specified therein; and the appointing authority shall determine whether the said test shall be written or oral or both;
- (b) the appointing authority may, subject to the provisions of rule 14, set up a Selection Board for recommending suitable candidates for appointment to such post and the said Board shall follow, as far as may be, the procedure specified in Schedule IV.

9. **Promotion.**—Where in respect of a post specified in the Schedule the method of recruitment is by promotion—

(a) the recruitment shall, subject to the conditions specified in that Schedule and subject to the provisions of rule 14,

(i) in the case of promotion to any post in Group A or Group B, be made by selection on merit, irrespective of seniority;

(ii) in the case of promotion to any other post, be made on the basis of seniority, subject to the rejection of the unfit;

(b) the appointing authority shall set up a Departmental Promotion Committee for recommending suitable candidates for promotion to such posts and the said Committee shall follow the procedure specified in Schedule IV.

10. **Deputation and transfer.**—An officer while on deputation or transfer to the Secretariat shall be governed by such general terms and conditions of deputation or transfer as may be laid down by the Central Government from time to time, or such terms and conditions as may be settled between his parent office and the Secretariat, in consultation with the Ministry of Finance, where necessary.

11(1) **Seniority.**—(a) **Direct recruits.**—The relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, unless otherwise specified in the order of appointment.

(b) **Promotees.**—(i) The relative seniority of persons promoted to Selection posts shall be determined in the order of selection for such promotion.

(ii) The relative seniority of persons promoted to Non-Selection posts shall be determined in the order in which such persons are promoted:

Provided that where persons are promoted to such posts on the same day, the relative seniority of such persons shall be the same as the relative seniority in the lower grades from which they are promoted.

(c) **Permanent officers.**—Permanent officers of each grade shall be ranked senior to persons who are officiating in that grade, provided that where persons recruited or promoted initially on a temporary officiating basis are confirmed subsequently in an order different from the order of merit or selection at the time of their recruitment or promotion, seniority shall follow the order of confirmation.

(d) **Deputation or transfer.**—In the case of appointments by deputation or transfer, seniority of a person shall be determined at the time of transfer with due regard to his length of service in equivalent posts and other relevant factors.

11(2) The provisions of sub-rule (1) shall apply to all appointments made on or after the date of commencement of these rules and the relative seniority of persons appointed before such date in the Secretariat to any grade shall be in accordance with the orders in force at that time.

12. **Probation and confirmation.**—(a) Candidates appointed to posts in the Secretariat, either by direct recruitment or by promotion shall be on probation for the period specified in Schedule I:

Provided that the appointing authority may, at its discretion, take into account for the purpose of computing the said period—

(i) any period of service rendered by the candidate in posts carrying equivalent or higher responsibilities;

- (ii) in the case of a promotee to any post, any period of officiating service rendered by him in that post:

Provided further that the period of probation may, in the case of a particular person or post, be extended or reduced by order of the appointing authority.

Provided also that the appointing authority may require a candidate to undergo during the period of probation such courses of training and to pass such tests as it may think fit, as a condition to the satisfactory completion of the period of probation.

(b) On the completion of the period of probation, the candidates shall, if considered, fit for permanent appointment, be confirmed in their appointments, subject to the availability of substantive vacancies in the permanent posts.

(c) If on the expiration of the period of probation or of any extended period thereof, or during the period of probation, as the case may be, the appointing authority is of opinion that the candidate is not fit for permanent appointment, it may discharge or revert him to his substantive post, without assigning any reason or pass such orders as it may think fit.

(d) Until a person on probation is confirmed or discharged or reverted, he shall continue to have the status of a probationer.

**13. Conditions of service—(a) General.**—In respect of all matters regulating the conditions of service of officers for which no provision has been made in these rules, the officers shall be governed by such rules as are applicable to the officers holding posts in the corresponding scales of pay in the Central Secretariat, subject to such modification, variations or exceptions, if any, in any such rule, as the President may, from time to time, by order, specify.

(b) **Conduct.**—Every officer shall be governed by the Central Civil Services (Conduct Rules), 1964, as amended from time to time, or such other corresponding rules as are applicable to the service of which he is a member.

(c) **Discipline and control.**—Every officer shall be governed by the Central Civil Services (Classification Control and Appeal Rules), 1963, as amended from time to time, or such other corresponding rules as are applicable to the service of which he is a member.

(d) **Temporary officers.**—Every temporary officer shall be governed by the Central Civil Services (Temporary Service) Rules, 1965, as amended from time to time.

**14. Reservation.**—(a) Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

(b) The recruitment to posts in Group C and Group D shall be subject to the reservations for Ex-Servicemen as provided in the Ex-Servicemen (Reservation of Vacancies in the Central Civil Services and Posts (Class III and Class IV) Rules, 1974.

**15. Regulations.**—The President may make regulations, not inconsistent with these rules, to provide for all matters for which provision may be necessary or expedient for the purpose of giving effect to these rules.

**16. Power to relax.**—The President may, if he is of opinion that it is necessary or expedient so to do in the public interest, by order, relax or amend any of the provisions of these rules with respect to any class or category of officers or to any of the posts specified in the Schedule.

**17. Interpretation.**—All questions relating to the interpretation of these rules shall be referred to the President for decision.

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18. **Repeal and saving.**—(a) Save as otherwise expressly provided in these rules, all rules and orders corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.

(b) Notwithstanding such repeal, anything done or any action taken under the rules or orders so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

## SCHEDULE

*Posts in the President's Secretariat paid**See Rule*

## PART I—

Sl. No.	Name of Post	Classification	Appointing Authority	Scale of pay	Selection or Non-Selection Post	Age limit for direct recruitment
1	2	3	4	5	6	7
1	Secretary to the President	General Central Services Group 'A' (Gazetted)	President	As for a Secretary in the Central Government.	Selection Post	..
2	Press Secretary to the President	Do.	Do.	Rs. 2000—125—2250 as for a Director in the Central Government.	Do.	Not below 45 years.
3	Deputy Secretary to the President	Do.	Do.	Rs. 1800—100—2000	Do.	..
4	Special Assistant to the President	Do.	Do.	Rs. 1500—60—1800 — 100—2000 as for a Deputy Secretary in the Central Government.	Do.	..
5	Finance and Accounts Officer	Do.	Do.	Rs. 1500—60—1800—100—2000 as for a Deputy Secretary in the Central Government.	Do.	..
6	Physician to the President	Do.	Do.	Rs. 1500—60—1800 (No Non-Practising Allowance)	Do.	Not below 40 years.

2-I

*from Civil Estimates—Method of Recruitment*

2 (c) (i)

## POSTS IN GROUP "A"

Qualification required for direct recruitment	Period of probation	Method of recruitment	Source of recruitment	Remarks
8	9	10	11	12
..	..	By transfer	Selection from amongst the suitable Officers holding posts of Secretaries in the Central Government or equivalent posts.	Incumbent will hold post during the pleasure of the President.
Appointment at the discretion of the President.	Two years for direct recruitment.	By deputation or direct recruitment.	If by deputation, selection from amongst suitable officers of the Central Information Service or similar State Service.	Incumbent will hold post during the pleasure of the President. ..
..	One Year.	By promotion, failing which by transfer.	If by promotion, selection from amongst officers with at least 3 years service in the grade of Rs. 1200—1600 listed in this Schedule on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from officers of the rank of Deputy Secretaries to the Central Government.	..
Appointment at the discretion of the President.	..	By transfer or direct recruitment at the discretion of the President.	At the discretion of the President.	Incumbent will hold post during the pleasure of the President
..	..	By deputation.	Selection from amongst Group 'A' officers of the Indian Audit Department in consultation with the Comptroller and Auditor General of India.	..
M. D. or equivalent with 5 years' experience in the speciality in a recognised hospital or Institution.	..	By deputation or direct recruitment at the discretion of the President.	If by deputation, by selection from officers of the Central or State Health Services or from the Armed Forces Medical Services.	Incumbent will hold post during the pleasure of the President.

1	2	3	4	5	6	7
7	Comptroller, President's Household	General Central Services Group 'A' (Gazetted)	President	Rs. 1300—50— 1700	Selection Post	Not below 45 years.
8	Under Secretary	Do.	Do.	Rs. 1200—50— 1600 as for an Under Secre- tary in the Central Gov- ernment.	Do.	..
9	Hindi Officer	Do.	Do	Do.	Do.	..



8	9	10	11	12
Diploma in Hotel Management from an institution recognised by the Government with 5 years' experience or as may be decided at the discretion of the President.	Two years.	Direct recruitment on contract basis.	At the discretion of the President.	Incumbent will hold post during the pleasure of the President. Terms of appointment/contract will be settled in each case separately.
..	One year.	By promotion, failing which by transfer.	If by promotion, selection from amongst officers with at least 5 years service in the grade of Rs. 650—1200 listed in Part II of this Schedule on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from amongst officers of the grade of Under Secretaries in the Central Government.	..
<i>Essential—</i> Master's degree in Hindi with English as a subject or in English with Hindi as a subject at degree level; or Master's degree in any subject with Hindi medium and English as a subject at degree level. At least 5 years' experience of work connected with Hindi including journalism or credit of recognised published work in Hindi.	One year.	By promotion, failing which by transfer.	If by promotion, selection from amongst officers in Group 'B' service listed in part II of this Schedule, possessing the prescribed qualification, on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from amongst the officers of the grade of Rs. 1200—1600 in the Central Government possessing the prescribed qualifications.	..
<i>Desirable—</i> Knowledge of Sanskrit and other Indian languages; administrative experience.				

1	2	3	4	5	6	7
10	Deputy Physician to the President	General Central Services Group 'A' (Gazetted)	President	Rs. 1100—50—1600 (No Non-Practising Allowance)	Selection Post.	30—40 years
11	Superintendent, President's Gardens	Do.	Do.	Rs. 1100—50—1600 as for Deputy Directors in the Horticultural Department of the Central Government.	Do.	Not below 40 years

NOTE.—Appointments to posts in the Secretariat are exempted from the purview of the Union Public Service Commission vide item 12 of the Schedule to the Union Public Service Commission (Exemption from Consultation) Regulations, 1958.

## PART II—

12	Section Officers	General Central Services—Group B Ministerial (Gazetted)	President	Rs. 650 (710) 30—740—35—810—EB—35—880—40—1000—EB—40—1200 as for a Section Officer in the Central Secretariat Service.	Selection	..
13	Personal Assistant to the President	Do.	Do.	Rs. 650 (775)—35—810—EB—35—880—40—1000—EB—40—1200 as for Selection Grade in the Central Secretariat Stenographer's Service.	Do.	..
14	Private Secretary to the Secretary	Do.	Do.	Do.	Do.	..

8	9	10	11	12
M.D. in medicine or equivalent with 2 years experience in the speciality in a recognised hospital or institution.	Two years	By deputation or direct recruitment.	If by deputation, selection from officers of Group A of the Central Government Health Scheme of similar grades in the State or Army Medical Service.	If incumbent will hold post during the pleasure of the President. He will be eligible for the benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972, subject to fulfilment of the conditions mentioned therein.
B.Sc. (Agr.) with 5 years experience in Horticultural Operations.	Two years for direct recruitment one year for promotee.	By promotion, transfer or direct recruitment.	If by promotion, selection from Garden Overseers in the President's Secretariat possessing the prescribed qualifications, on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
			If by transfer, selection from officers of the Horticultural Department in the Central Government of the grade of Deputy Directors or equivalent grades in a Government or Semi-Government agency.	

## OFFICE ESTABLISHMENT

..	One year	By promotion	By promotion of Assistants with at least 5 years service listed in this Schedule on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	..
..	..	Do.	By promotion of Senior Personal Assistants with at least 3 years service listed in this Schedule on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	..
..	..	Do.	Do.	..

1	2	3	4	5	6	7
15	Senior Personal Assistant	General Central Services—Group B Ministerial (Gazetted)	President	Rs. 650 (710)—30—740—35—880—EB—40—1040 as for Grade I in the Central Secretariat Stenographer's Service.	Selection	..
16	Personal Assistant	General Central Services—Group C Ministerial (Non-Gazetted)	Do.	Rs. 425—15—500—EB—15—560—20—700—EB—25—800 as for Grade II in the Central Secretariat Stenographer's Service.	Non-Selection	..
17	Assistants	Do.	Do.	Rs. 425—15—500—EB—15—560—20—700—EB—25—800 as for an Assistant in the Central Secretariat Service.	Do.	
18	Incharge Telephone Exchange	General Central Services—Group C Non-Ministerial (Non-Gazetted)	Deputy Secretary	Rs. 425—15—560—EB—20—640 as in the Posts and Telegraphs Department.	Do.	..

8	9	10	11	12
..	One year	By promotion	By promotion from Personal Assistants with at least 5 years service listed in this Schedule on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
..	Two years for direct recruits; one year for promotee.	By promotion, failing which by transfer or direct recruitment.	<p>If by promotion, promotion from Stenographers Grade III with at least 3 years service listed in this Schedule on the basis of a test by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.</p> <p>If by transfer, selection from amongst persons of Grade II of the Central Secretariat Stenographers Service.</p> <p>If by direct recruitment, on the basis of a test by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.</p>	
..	One year	By promotion	By promotion of Upper Division Clerks with at least 3 years service listed in this Schedule on the basis of seniority cum-fitness as assessed by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
Matriculation with certificate in Telephone Operating from Posts and Telegraphs Department.	One year	By promotion or transfer	<p>If by promotion, promotion of Senior Telephone Operator subject to fitness as assessed by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.</p> <p>If by transfer, selection from persons with the prescribed qualifications in Government or Semi-Government agency.</p>	

1	2	3	4	5	6	7
19.	Upper Division Clerk	General Central Services Group C (Non-gazetted) (Ministerial)	Deputy Secretary	Rs. 330—10—380 —EB—12—500 —EB—15—560 as for an Upper Division grade of the Central Secretariat Clerical Service.	Non-selection ..	
20.	Stenographer Grade III	Do.	Do.	Rs. 330—10—380 —EB—12—500 —EB—15—560 as for Grade III of the Central Secretariat Stenographers Service.	Do.	18—25 Years
21.	Senior Telephone Operator	Do. (Non-Ministerial)	Do.	Rs. 330—8—370 —10—400—EB —10—480 as in the Posts and Telegraphs Department.	Do.	Do.
22.	Telephone Operator	Do.	Do.	Rs. 260—6—290— EB—6—326—8 366—EB—18— 390—10—400. As in the Posts and Telegraphs Department.	Do.	Do.
23.	Lower Division Clerk	General Central Services Group C (Ministerial)	Deputy Secretary	Rs. 260—6—290 —EB—6—326 —8—366—EB —8—390—10 —400 as for lower grade of the Central Secretariat Clerical Service.	Non-Selection	18—25 years

8	9	10	11	12
..	One year	By promotion.	By promotion of Lower Division Clerks with at least 5 years service listed in this Schedule on the basis of seniority-cum-fitness as assessed by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
(a) Matriculation or equivalent;	Two Years	Direct recruitment.	Selection on the basis of a test; preference being given to the staff of the President's Secretariat possessing the prescribed qualifications.	
(b) Speed of 80 words per minute in English shorthand and 40 words per minute in English typing ;				
(c) Desirable knowledge of Hindi shorthand with a speed of 80 words per minute and type-writing 30 words per minute.				
Matriculation with certificate in Telephone Operating from Posts and Telegraphs Department.	One Year	By promotion.	By promotion from Telephone Operators listed in this Schedule on the basis of seniority-cum-fitness as assessed by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
Do.	Two Years	By direct recruitment on the basis of a test.		
Matriculation or equivalent.	Two years	By direct recruitment or by promotion.	If by promotion, selection from Group D and Household staff of the President's Secretariat on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
Desirable knowledge of typing in English and Hindi.		Every 10th vacancy being reserved for recruitment by promotion.		

1	2	3	4	5	6	7
24.	Gestetner Operator	General Central Services Group C (Non-ministerial)	Deputy Secretary	Rs. 260—326—EB—8—350	Non-selection	..
25.	Library Attendant	General Central Services Group D	Under Secretary	Rs. 210—4—226—EB—4—250—E.B.—5—290 as in the Central Government.	Do.	..
26.	Record Sorter	Do.	Do.	Rs. 210—4—250—EB—5—270 as in the Central Government.	Do.	..
27.	Duffary	Do.	Do.	Rs. 200—3—206—4—234—EB—4—250 as in the Central Government.	Do.	
28.	Jamadars	Do.	Do.	Do.	Do.	..
29.	Peon	Do.	Do.	Rs. 196—3—220—E.B.—3—232 as in the Central Government.	Do	18—25 Years



8	9	10	11	12
Middle Schools standard pass with knowledge of Operating Duplicating Machines.	One year	By promotion	If by promotion, selection from Group D and Household staff of the President's Secretariat on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	
Middle School standard pass with knowledge of Library Record.	One year	By promotion	Do.	
Middle School standard pass.	One year	By promotion	Do.	
Do.	Do.	Do.	Do.	
Do.	Do.	By promotion	Do.	
Middle School standard pass with knowledge of Cycling	Two years	by transfer, failing which by direct recruitment.	If by transfer, transfer from the Household Establishment.	25 percent of the vacancies reserved for appointment on transfer of sweepers, chowkidars who do not possess the qualification for direct recruitment, but who possess elementary literary and give proof of ability to read in Hindi and have rendered 5 years service. Cabinet Secretariat O. M. No. 42015/3/75/Estt. (C) dated the 16th January, 1976.

1	2	3	4	5	6	7
						PART III—
30	Photographic Officer.	General Central Services Group-B (Gazetted) (Non-ministerial).	President	Rs. 650—30—740—35—810—EB—35—880—40—1000—EB—40—1200 as for a Photographic Officer in the Ministry of Information and Broadcasting of the Central Government.	Selection	..
31	Junior Photographer.	Do. (Non-gazetted).	Do.	Rs. 550—25—750—EB—30—900 as for a Junior Photographer in the Ministry of Information and Broadcasting of the Central Government.	Non-Selection.	Below 40 years.
32	Production Assistant.	General Central Services Group-C (Non-ministerial).	Deputy Secretary.	Rs. 425—15—500—EB—15—560—20—700 as for a Production Assistant in the Ministry of Information and Broadcasting of the Central Government.	Do.	18—35 years.

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**PHOTO CELL**

<i>Essential</i> : 3 years experience in various branches of Photography and Cinematography, including Press Photography in a News or Publicity Organisation with good theoretical and practical knowledge of dark-room work.	Two years for direct recruit; one year for promotees.	By promotion, failing which by deputation or direct recruitment.	By promotion of Junior Photographer possessing the prescribed qualifications on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by deputation, selection from amongst the officers of the grade of Photographic Officers in the Photo Division of the Ministry of Information and Broadcasting or equivalent grades in a Government or Semi-Government agency.	In case of direct recruitment, the incumbent will hold post during the pleasure of the President.
<i>Desirable</i> : Diploma in Photography, experience of write-ups of photographic features,				

<i>Essential</i> : 2 years experience in various branches of photography, including Press Photography in a News or Publicity Organisation with good theoretical and practical knowledge of dark-room work.	Do.	By Promotion, failing which by transfer or direct recruitment.	By promotion of Production Assistant or Bromide Printer in the President's Secretariat possessing the prescribed qualifications on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV, failing which by transfer of persons of equivalent grade in the Ministry of Information and Broadcasting.	In case of direct recruitment, the incumbent will hold post during the pleasure of the President.
<i>Desirable</i> : Diploma in Photography, experience of write-ups of photographic features.				

<i>Essential</i> : 3 years experience in composing, enlarging, retouching, finishing, dry-mounting, bromide printing or developing in a first-class Studio. Full knowledge of all types of equipments used in dark-room.	Do.	By promotion, failing which by transfer or direct recruitment.	By promotion of Bromide Printer in the President's Secretariat on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from persons working in similar grades in Government or Semi-Government agency.	..
<i>Desirable</i> : Experience in Photography.				

1	2	3	4	5	6	7
33	Bromide Printer.	General Central Services Group-C (Non-ministerial).	Deputy Secretary	Rs. 330—10— 380—EB—12— 500—EB—15— 560.	Non-selection.	18—35 years

## PART IV—

34	Sanitary Officer	General Central Services Group-B Gazetted (Non-ministerial).	President	Rs. 650—30— —740—35— 810—EB—35 —880—40— 1000—EB—40 —1200.	Selection	Not below 40 years.
35	Nursing Sister	General Central Services Group-C (Non-ministerial).	Physician to the President.	Rs 455—15— 560—EB—20 —700 as in the Ministry of Health of the Central Government.	Non-selection.	18—25 years
36	Technical Assistant	Do.	Do.	Rs 425—15— 500—EB—15 —560—20— 700 as in the Ministry of Health of the Central Government.	Do.	Do.

8	9	10	11	12
2 years experience of photographic work in a first class Studio. Experience in Developing sensitive film, Bromide printing, enlargement, retouching, finishing and dry-mounting. Should know preparation of developers both paper and film.	Two years for direct recruits : one year for promotees.	By direct recruitment or transfer.	If by transfer, selection from persons working in similar grades in Government or Semi-Government agency.	..

## MEDICAL AND PARA MEDICAL ESTABLISHMENT

First grade Sanitary Inspector's Certificate with 5 years experience in Sanitary Inspector's post.	Two years for direct recruit and one year for promotees.	By promotion failing which by direct recruitment or transfer.	By promotion of Darogah (Malaria Inspector) if possessing the prescribed qualification, on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from Sanitary Inspectors with the requisite experience from a Government or Semi-Government agency, failing which by direct recruitment on contract basis.	In case of direct recruitment the terms of contract will be settled in each case separately.
Matriculation with Grade 'A' certificate in Nursing and experience as Staff Nurse in a recognised hospital.	Do.	By promotion failing which by direct recruitment or transfer.	By promotion from Staff Nurse on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV. If by transfer, selection from persons with the prescribed qualifications from a Government or Semi-Government agency.	..
Matriculation with certificate in Laboratory Technical Assistants course and 2 years experience in a Laboratory in a recognised Medical Institute.	Two years	By direct recruitment or transfer.	If by transfer, selection from persons with the prescribed qualifications in equivalent grades in a Government or Semi-Government agency.	..

1	2	3	4	5	6	7
37	Staff Nurse	General Central Services Group-C (Non-ministerial).	Physician to the President.	Rs. 425—15—560—EB—20—640 as in the Ministry of Health of the Central Government.	Non-selection.	18—25 years.
38	Dispenser	Do.	Do.	Rs. 330—10—380—EB—12—500—EB—15—560 as in the Ministry of Health of the Central Government.	Do.	Do.
39	Darogah (Malaria Inspector).	Do.	Do.	Rs. 330—10—380—EB—12—500—EB—15—560 as in the Ministry of Health of the Central Government.	Do.	Do.
40	Sanitary Fitter	Do.	Do.	Rs. 255—5—260—6—290—EB—6—308.	Do.	Do.
41	Anti-Malaria Jamadar.	General Central Services Group-D.	Under Secretary.	Rs. 200—3—206—4—234—EB—4—250 as in the Ministry of Health in the Central Government.	Do.	Do.
42	Nurse (Midwife)	Do.	Do.	Rs. 200—3—206—4—234—EB—4—250 as in the Ministry of Health in the Central Government.	Do.	Do.

8	9	10	11	12
Matriculation with Grade 'A' certificate in Nursing and experience as Staff Nurse in a recognised hospital.	Two years	By direct recruitment or transfer.	If by transfer, selection from persons with the prescribed qualifications in equivalent grades in a Government or Semi-Government agency.	..
Matriculation with diploma in Pharmacy.	Do.	Do.	If by transfer, selection from persons with the prescribed qualifications in equivalent grades in a Government or Semi-Government agency.	..
Matriculation with diploma in Sanitation and Malariology from a recognised institution.	Do.	By direct recruitment preferably from Government or Semi-Government agency.	..	The terms of contract will be settled in each case separately.
5 years experience in Fitter's work.	Do.	By promotion failing which by direct recruitment.	If by promotion, selection from persons with the requisite knowledge and experience on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	..
..	..	By promotion.	Promotion from Anti-Malaria Gangmen on the basis of recommendation by the Departmental Promotion Committee in accordance with the procedure set out in Schedule IV.	..
Middle School standard pass with certificate in mid-wifery.	Two years	By direct recruitment.	..	..

1	2	3	4	5	6	7
43	Peon-cum-Nursing Orderly	General Central Services Group-D	Under Secretary	Rs. 196—3— 220—EB—3— —232 as in the Ministry of Health in the Central Government.	Non-selection	18—25 years
44	Anti Malaria Gangman	Do.	Do.	Do.	Do.	Do.
PART V—						
45	Horticulture Section Officer	General Central Services Group G / (Non-ministerial)	Garden Superintendent	Rs. 425—15— 500—EB—15 580—20—700 as in the case of Horticulture Department	Non-selection	18—25 years
46	Chowdhary	Do.	Do.	Rs. 260—6— 326—EB—8— 350 as in the case of Horti- culture De- partment.	Do.	Do.
47	Chaukidar	General Central Services Group-D	Do.	Rs 196—3—220— EB—3—232 as in the case of Horticulture Department	Do.	18—25 years



8	9	10	11	12
Middle School standard pass, with experience of Nursing and Nursing Orderly work, preferably Ex-Servicemen.	Two years	By direct recruitment	..	..
Middle School standard pass, with experience in Anti-Malaria work.	Do.	Do.	..	..

## HORTICULTURAL ESTABLISHMENT

Graduate in Agriculture or Botany with experience in Horticultural Operations.	Two years	By transfer or direct recruitment	If by transfer, selection from persons with the prescribed qualifications from the Horticultural Department of a Government or a Semi-Government agency.	..
..	One year	By promotion	By promotion from skilled Malis on the basis of a test.	..
Middle School standard pass. Preference for Ex-Servicemen	Two years	By direct recruitment	..	..

## SCHEDULE

*Temporary posts in the President's Secretariat as on**See Rule*

Sl. No.	Name of Post	Classification	Appointing Authority	Scale of pay
1	2	3	4	5
1	Private Secretary to the President	As may be decided by the President	President	As may be decided on a personal basis with the concurrence of the Ministry of Finance.
2	Additional Private Secretary to the President	Do.	Do.	Do.
3	Assistant Private Secretary to the President	Do.	Do.	Do.
4	Personal Assistant to the President	Do.	Do.	Do.

NOTE:—The designation, number, classification, scale of pay and other particulars of

## SCHEDULE

*Posts in the President's Secretariat**See Rule*

1	Military Secretary to the President	Class I	President	As for a Major-General in the Indian Army.
2	Deputy Military Secretary to the President	Do.	Do.	As for a Lieutenant-Colonel in the Indian Army.
3	As. D.C. (Commissioned Officers).	Do.	Do.	As for a Captain in the Indian Army or Lieutenant in the Indian Navy or Flight-Lieutenant in the Indian Air Force.
4	As D.C. (Junior Commissioned Officers)	Class II	Do.	As for officers of the corresponding ranks in the Defence Cadre

## —II

1-4-1976—*Tenable for the duration of each President's term*

2(c) (ii) and 4.

Qualifications	Method of Recruitment	Source of Recruitment	Remarks
6	7	8	9
At the discretion of the President	Selection at the discretion of the President.	At the discretion of the President	Incumbent will hold post during the pleasure of the President. The post will be co-terminous with the term of each President.
Do.	Do.	Do.	Do.
Do.	Do.	Do.	Do.
Do.	Do.	Do.	Do.

posts in this Schedule will be decided in consultation with the Ministry of Finance for the duration of the term of each President.

## —III

*paid from Defence Estimates*

2 (c)(iii) and 5

Major-General.	By transfer	Selection by the President	Incumbent will hold post during the pleasure of the President
Lieutenant-Colonel	Do.	Do.	Do.
Captain of Indian Army/ Lieutenant of Indian Navy/ Flight-Lieutenant of Indian Air Force	Do.	Do.	Do.
As for officers of the corresponding ranks in the Defence Cadre	Do.	Do.	Do.

## SCHEDULE

(See rules 8 and 9)

CONSTITUTION OF THE DEPARTMENTAL PROMOTION COMMITTEE  
AND ITS FUNCTIONS

The Secretary to the President may set up a Departmental Promotion Committee for recommending suitable candidates for promotion, confirmation, retention or for such other purposes, as he may deem fit. The Departmental Promotion Committee will consist of 3 members to be nominated by the Secretary to the President; with due regard to the general instructions issued by the Central Government—Cabinet Secretariat O.M. No. 140/1/75-Estt.(D) Cell dated the 27th November, 1975.

**2. Function of the Committee.**—The Departmental Promotion Committee will deal with all cases of—

- (i) promotion of Government servants to selection as well as non-selection posts;
- (ii) confirmation of Government servants in their respective grades of posts;
- (iii) assessment of the work and conduct of the probationers, for determining their suitability for retention in service or their discharge from it, or for curtailing or extending the prescribed period of their probation;
- (iv) assessment of the work and conduct of Government servants for the purpose of determining whether they are fit for retention in service, beyond the age of 50/55 years under FR 56, or after completing 30 years of qualifying service under rule 48 of the Central Civil Services (Pension) Rules, 1972.
- (v) assessment of merit of candidates for direct recruitment to any post or assessment of the work and conduct of Government servants for any other purposes as may be decided by the Secretary to the President (e.g.) Crossing of efficiency bar.

**3. Procedure to be observed:**

(i) **For promotion to selection posts.**—The Departmental Promotion Committee will first decide the field of selection. In view of the limited number of posts in the Secretariat, the field of selection for promotion to a post may be extended to cover all those possessing the prescribed qualification including those on deputation. All the candidates will be considered together and not in the order in which they are shown in the seniority list. The officers in the field of selection, excluding those considered as unfit for promotion by the Committee will be classified as "Outstanding" "Very Good" "Good" on the basis of "merit", as determined by their respective record of service.

The panel will then be drawn up to the extent necessary by placing the names of outstanding officers in the order of their seniority, followed by officers of the other two categories in the same way. The inter-se seniority of officers within each category will remain intact.

NOTE: "Merit" shall include—

- (a) the candidates performance at a test whether oral or written or both, if such a test is ordered to be held for the purpose of such selection;
- (b) the report by superior officers on his work and conduct.
- (c) his academic qualifications;
- (d) his previous experience of the particular type of work which he will be required to perform, if selected;
- (e) any other requirements as may be specified by the appointing authority;

(ii) **For promotion to non-selection posts.**—The Departmental Promotion Committee will categorise the candidate as 'fit' and 'not fit' for promotion on an assessment of their records. It will not make a comparative assessment of their records. The candidates will be placed in the panel in the order of their seniority.

(iii) **For confirmation.**—The Departmental Promotion Committee will assess the candidates as "fit"; "not yet fit"; "or not fit" for confirmation as the basis of their performance. It will not attempt to determine their relative merit.

(iv) **For dealing with review under FR 56 or Rule 48 of the Central Civil Services (Pension) Rules, 1972.**—The Departmental Committee will be guided by such instructions as the Secretary to the President may issue.

4. The findings of the Departmental Promotion Committee will be kept in sealed cover for all candidates who are under suspension or whose conduct is under investigation or against whom disciplinary proceedings have been initiated or are about to be initiated. Further action may be taken as laid down in the general instruction issued by the Central Government [Home Ministry's O.M. No. 39/3/59-Ests(A)] dated the 31st August, 1960.

5. The Departmental Promotion Committee will meet at annual intervals or as may be directed by the Secretary to the President and draw panels which will be used for making promotions against vacancies arising during the course of a year. The panel drawn up on the recommendation of the Committee, as approved by the Secretary to the President, will normally be valid for one year. In any case, it will cease to be in force on the expiry of the period of one year and six months or when a fresh panel is prepared, whichever is earlier. Promotions will be made in the order in which the candidates are placed in the panel.

[No. A-35022/1/76-Admn.]

K. BALACHANDRAN, Secy.

